

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

**Visitors**

**Purpose:**

The purpose of this policy is to ensure that the children’s safety is paramount when welcoming visitors to Beehive. We take security steps to ensure that we have control over who comes into the pre- school so that no unauthorised person has unsupervised access to the children.

**Procedures:**

**Visitors are not to open the main doors outside, in the main room or the fire doors to the garden.**

When arriving at Beehive, the front door is locked to visitors and needs to be opened by a member of staff from inside Beehive. The only time that the front door is open is if a member of staff is welcoming children and is standing on the door.

After being welcomed and allowed to enter the foyer by a member of staff, the visitor, if arriving by appointment, will sign in and use a visitor sticker. The sign in book remains in the foyer and copies of previous visitors are kept according to GDPR requirements.

If a visitor arrives unannounced, a member of staff will speak to the visitor to ascertain the purpose of their visit and if they are allowed to enter the playroom. The second door to the playroom will remain locked during this time.

If a visitor is allowed to enter the playroom, such as a professional visiting a child, or a prospective parent, they will be accompanied by a member of staff at all times.

When a visitor leaves Beehive, they will be accompanied to the door by a member of staff and will sign out using the visitor book. A member of staff will ensure that the outer door is securely locked after the visitor has left.

This policy was adopted at a meeting of Beehive Pre-school Playgroup held on …….

Signed on behalf of the pre-school………………………………………..